

DEPARTMENT OF THE ARMY HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER FORT BENNING, GEORGIA 31905-5000

Policy Memorandum 220-90-3

ATSH-TPA-B (220)

3 OCT 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Utilization of the United States Army Infantry Center (USAIC) Band

1. REFERENCES:

- a. Army Regulation (AR) 220-90, Army Bands, 27 November 2000.
- b. Department of the Army Pamphlet (DA PAM) 220-90, A Guide for Senior Commanders, 31 January 2001.
 - c. AR 360-1, The Army Public Affairs Program, 15 September 2000.
 - d. AR 600-25, Salutes, Honors, and Visits of Courtesy, 24 October 2004.
 - e. Field Manual (FM) 12-50, U.S. Army Bands, 15 October 1999.
 - f. FM 3-21.5, Drill and Ceremonies, 7 July 2003.
- g. Department of Defense (DoD) 5500.7R, Joint Ethics Regulation (JER), 30 August 1993.
- 2. PURPOSE. This policy memorandum establishes priorities and sets procedures pertaining to the utilization of the USAIC Band. The word "he" is intended to include both the masculine and feminine genders and any exceptions to this will be so noted.
- 3. POLICY. In accordance with (IAW) AR 220-90, para 1-6, the Infantry Center Band is a separate company-level unit commanded by a warrant officer bandmaster (MOS 420C). The band's mission is to provide music to enhance unit cohesion and morale, to promote patriotism and enhance awareness of the Army through public performances, support Army recruiting, and to musically support military operations of the band's higher headquarters, the United States Army Infantry Center.

4. PRIORITIES.

a. The band will participate in activities listed under the guidelines of AR 220-90 and AR 360-1. Some of these include troop support events, on and off post community relations events such as parades and official civil ceremonies and functions.

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b. As a public relations tool for the Chief of Infantry, the band will have the opportunity each fiscal year to support off-post recruiting and community relations that promote the Army and Fort Benning. The band commander will determine a time during the year when the impact on post missions is minimal to permit an absence of the band. Dates will be staffed through necessary command channels for prior approval. The band's yearly budget is designed to support short TDY missions promoting Army recruiting and public relations.

5. COMMITMENT PROCEDURES.

- a. Band commitments will be IAW policies and procedures of AR 220-90 and AR 360-1. Performance requests must comply with these policies prior to obligating the band.
- b. Submit requests for band support for on-post events directly to the band operations sergeant (email: **Benn.band.operations@benning.army.mil**) for coordination no later than (NLT) 45 days prior to the event.
- c. Submit requests for band support for off-post events to Chief, Public Affairs Office (PAO), USAIC, NLT 90 days prior to the event. PAO will forward these requests to the band operations sergeant and Operations and Training Division (OTD), Directorate of Operations and Training (DOT)/G-3. If approved support for a civil function is cancelled due to a priority troop support mission, PAO will inform the requester of the cancellation.
- d. A memorandum of lateness explaining circumstances for a late request and criticality for mission support must be submitted through the Deputy Chief of Staff (DCofS), USAIC, and accompany all requests for band support outside the 45/90-day window.
- e. DOT/G-3, OTD, is responsible for tasking the band for military troop support activities.
- f. Commander, USAIC Band, will review all requests to determine supportability based on previously scheduled training or commitments, band manning levels, and compliance with applicable regulations, policies and law. The band commander maintains approval/disapproval authority for all performance requests.
- g. Any request that presents a legal concern is sent to the Staff Judge Advocate (SJA) by the band commander. The SJA will review the request and provide a recommendation to the band commander, in coordination with either Chief, PAO (civil requests) or OTD (troop support requests). Requests determined by SJA not in

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accordance with regulations, policies or law, are referred to the Chief of Staff (CoS), USAIC, prior to notifying the requestor. Legal sufficiency must be resolved prior to obligating the band.

- h. Bugler Support. The only exception to the prescribed procedures for band commitments is bugler support. Bugler support (funerals and memorials) comprise a major portion of band requests. The inherent short notice for funeral and memorial services necessitates that requests for bugler support be processed as quickly as possible. All funeral requests <u>must</u> be processed through the AG Casualty Branch, who will then contact the band. Other non-funeral memorial bugler requests may be coordinated directly with the band operations sergeant.
- i. Dry Run Support. To maximize band support post wide and ensure balanced instrumentation, the USAIC Band is limited in its ability to support dry runs. Requestors are encouraged to use the Sound Support Branch for dry runs. Except where dictated by the DCofS, the band will not perform full dry runs. A single Soldier representative may be sent, when determined by the band commander, to support a final dry run. At no time will band Soldiers be used to play a bass drum to help train Soldiers to march.
- j. Support for Social Functions. Support for social functions is outlined in AR 220-90, para 2-3 and 2-4, and ensures band support is consistent with DA guidelines. Band support for social functions is authorized if the following criteria are met:
- (1) The function is "organizational" in nature and is sponsored by an active duty military activity. Examples include the: Army Birthday Ball, Infantry Ball, official Dining In/Out activities and West Point Founder's Day. Examples of activities where band support is not authorized are: promotion parties, wedding receptions, retirement parties and other personal social events.
- (2) Band support at social functions is limited to "incidental" music when the purchase of entry tickets and/or meals/beverages are required. Musical support is "incidental" if it does not constitute a primary attraction or when there is very little probability that it will increase the participation of the event. Examples of "incidental" music are: background music for receptions/dinners, patriotic programs, and trumpet/drum support of ceremonial events. Band support is not "incidental" when it is essential to the conduct of the event. For example, dance music is essential to a dance/ball and cannot be officially supported.
- (3) As stated in 5j(1) above, band support at events such as Dining In/Out and Branch Anniversary Balls (both normally include the rendition of honors and a musical program of a patriotic or historic nature) is authorized. That support is limited,

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however, to that portion of the program that is purely official. For example, the band may play while guests are officially received, during dinner as a prelude to a formal musical presentation and/or during the presentation itself. Once the event becomes social in nature, i.e, if social dancing follows the formal musical portion, other contractual musical support arrangements by the requester must be made. Dance music is social in nature and cannot be supported.

k. Environmental Weather Conditions. For Soldier and equipment protection, all approved band missions may be terminated due to inclement weather. A risk assessment for outdoor support requests will be conducted when the Wet Bulb Globe Temperature Index exceeds 90 degrees Fahrenheit or the wind-chill equals 32 degrees Fahrenheit or below. Due to the detrimental affect of rain on instruments, the band commander also maintains the authority to terminate a mission due to excessive rain.

I. Transportation.

- (1) IAW AR 220-90, para 2-2e, committing officials will ensure band travel in military buses is limited to the immediate area, not to exceed more than a 75-mile radius. The Fort Benning Transportation Office provides transportation for all activities within this 75-mile radius (150 miles round trip).
- (2) Transportation requirements exceeding a 150-mile round trip should be performed in a commercial-type tour bus. Requesting units, other than Fort Benning units, for trips exceeding the 150-mile round trip, will fund commercial transportation. Exceptions to these guidelines will be handled by Chief, OTD, on a case-by-case basis.
- m. Block Leave. IAW AR 220-90, para 2-2g, to ensure proper instrumental balance and mission effectiveness, the USAIC Band is authorized to take block leave as a unit. Block leave will be granted during the December holiday period after all IET graduations are completed (Fort Benning holiday exodus), and two weeks during July. The band commander is responsible for arranging a USAR or USANG band to serve in a backfill capacity for the USAIC Band for the two-week block leave period. The band commander will submit a FB Form 26-R-E, Transmittal, Action and Control, to DOT/G-3 for approval of leave dates five months out. DOT/G-3 will schedule the block leave on the Fort Benning Long Range Training Calendar and not commit the band. CofS, USAIC, is the final authority for the approval of block leave.
- 6. SUPERSESSION: This policy memorandum supersedes USAIC Policy Memorandum 220-90-2, 30 Dec 2002, same subject.

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7. PROPONENT: Commander, United States Army Infantry Center Band, 545-5313.

FOR THE COMMANDER:

DAVID H. LING Colonel, Infantry Chief of Staff

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